



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/PF(O-12024)/

Mr. Mohammad Shah Alam (G-35906)
Senior Principal Officer
Agro-Based Project Financing Division
Sonali Bank Limited
Head Office
Dhaka.

Dated : 20 December, 2016

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১. আবেদন
২. প্রস্তাব
৩. নথি
৪. প্রয়োজনীয় কাগজপত্র নিন
৫. প্রাপ্তি

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৫. প্রাপ্তি

Dear Sir,

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no. 1735 dated 17 October, 2016 of Agro-Based project Financing Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 3 (three) months from the date of issue.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) The Deputy General Manager, Agro-Based project Financing Division, Sonali Bank Limited, Head Office, Dhaka.
- 02) The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
- 03) Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.